

**CHILD PLACEMENT REVIEW BOARD  
EXECUTIVE COMMITTEE MEETING  
OPEN SESSION MINUTES  
JUNE 17, 2016  
SMYRNA STATE SERVICE CENTER  
9:30 A.M-12:30 P.M**

**Members Present:** Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Joe Dell'Olio, Cindy Montejo, Alexis Bryan-Dorsey

**Members Absent:** Mike Norton, Cheryl Mitchell

**Chair of Meeting:** Neal Tash

**Staff Present:** Kecia Blackson, Sarah Bowers, Lisa Cookson

**Deputy Attorney General Present:** Tina Showalter (Substituting for DAG Valerie Farnan)

**\*\*OPEN SESSION BEGAN AT 9:45 A.M\*\***

**I. APPROVAL OF MINUTES FROM MAY 13, 2016**

The minutes from the May 13, 2016 meeting were reviewed and approved. A motion was made to approve the minutes. The motion was approved unanimously.

**\*\*\*BEGIN CLOSED SESSION AT 9:50 A.M\*\*\***

**II. PETITION CASES**

*Discussions regarding petition cases are confidential and not open to the public.  
Separate meeting minutes were prepared for the closed session.*

**\*\*\*RETURN TO OPEN SESSION AT 10:30 A.M\*\*\***

**III. OLD BUSINESS**

**ACTION ITEMS:**

- AT NEAL TASH'S REQUEST, BARBARA BLAIR WILL SEND AN E/MAIL TO THE EXECUTIVE COMMITTEE REQUESTING SUGGESTIONS ON IDENTIFYING TRENDS, CONCERNS, AND/OR OBSERVATIONS WHILE SERVING AS PANEL MEMBERS DURING REVIEWS. BARBARA NOTED SHE WOULD LIKE TO SEE TRENDS/CONCERNS IDENTIFIED IN OUR NEXT ANNUAL REPORT (PERHAPS ENTITLED "FOR FUTURE CONSIDERATION" SECTION).

## A. FINANCIAL REPORT

- Kecia Blackson met with senior accountant Sheila Kumpf to discuss encumbering and allocating any remaining funds. Kecia noted we started the fiscal year with approximately \$9,000 in unencumbered funds. We are ending the fiscal year having encumbered and allocated most funds and are almost at zero for unencumbered funds.
- Kecia reported that funds have been allocated for various upcoming events and activities, such as CPAC (Spring 2017), DFS relationship-building, community outreach efforts, county library system's advertising initiative, and a peer mediation/conflict resolution initiative (DAB Mediation).
- Kecia reported that she would like the Child Placement Review Board (CPRB) to have a voice at CPAC's Spring 2017 conference. **Kecia and Neal Tash will work together to submit a proposal (due 7/19) to CPAC at their August meeting for consideration.**
- Judy Mellen suggested the topic for CPRB can be: the Child Placement Review Board and our advocacy efforts, and the vital role CPRB plays in the community. Judy also noted at some point we may want to invite Tania Culley, Executive Director of CPAC, to one of our Executive Committee meetings.

## B. DATA UPDATE

- Kecia Blackson provided the Executive Committee Amy Wilburn's draft flowchart. Amy will meet with CPRB staff for feedback and input. The flowchart will enable Tom Mraz, the Information Systems Project Lead, to make viable suggestions and enhancements to the process.
- Kecia reported she has been researching a cloud-based program called "Kintone", to determine if this customized database system will benefit the CPRB in capturing data that our current system does not allow.
- Kecia emphasized we need to start looking at data outcome in a different way than in years past. We need the ability to capture statistics on how CPRB is directly impacting the children. This is referred to as a "Logic Model", which shows the various activities of which CPRB is involved, and the direct outcome of these activities. Kecia stressed by improving the way we capture data will benefit CPRB by documenting our impact and purpose and thereby improving our sustainability.
- Kecia noted Kintone offers a 30-day free trial that she is interested in CPRB using, and will provide a follow-up report by the end of the summer.
- Kecia also noted we need to enhance the Scholarship data by developing an outreach program to track retention, graduation and program completion rates of our students. A satisfaction survey and the outreach component could be facilitated by a master's level student to help us determine future enhancements and changes to the Scholarship program. Some examples of data we should be capturing are: graduation rates; drop-out rates; and retention rates.
- Kecia reported we will be reaching out to all Scholarship participants to start capturing data and informing them of any upcoming outreach efforts and activities.
- Kecia reminded the Executive Committee our mission with the children is permanency. The underlying issue is how do we ensure greater success outcomes for the children in terms of reunification? Kecia suggested one way is for us to sponsor a support group for parents who need additional support and education as they work towards reunification.

- Barbara Blair commented that she feels part of CPRB's purpose is to identify trends and/or issues, and act as advisor, but questions if it is within our jurisdiction to actually "do" something about the issue(s).
- Cindy Montejo suggested the Executive Committee read an article called "The Happiness Gap". The article asserts that unhappiness among parents has less to do with children themselves and more to do with the lack of support families face, particularly in terms of expensive child care, paid vacation/sick leave (or lack of paid time off).
- Neal Tash suggested we table further discussion on this topic for our upcoming Strategy Planning session on August 19.

#### **C. CPRB LEGISLATION COMMITTEE UPDATE**

- Joe Dell'Olio reported that he and Barbara Blair attended the Senate session the day our bill was introduced and passed. It has since passed the House unanimously, but hit an unexpected snag on the way to the Governor. This has been addressed and the bill is expected to be signed soon.
- Barbara Blair reviewed the bills we have supported via electronic meetings: SB 247 (sex trafficking), HB 310 (concurrent jurisdiction for kids aging out with mental health or behavioral issues), HB 382 (legal representation), and SB 198 (expungement easing). It was also decided to support HB 417 (child abuse charge increased to a felony) and HB 405 (civil citations).

#### **D. EXECUTIVE DIRECTOR UPDATE**

- Kecia Blackson reported they interviewed 5 out of 13 candidates for the Administrative I position (Sarah's old position). She hired Bernadette Bailey, who started work on 6/1/16.
- Kecia reported the office will use the State of Delaware Telecommuter policy, and should have staff sign-offs by the end of June.
- Kecia noted she is currently working on putting together performance plans for CPRB staff and expects to hold annual performance evaluations for each staff member going forward, starting in July 2016.
- Kecia will reach out to the Division of Family Services' Director, Shirley Roberts, to gain an understanding of DFS' policy and procedures as it relates to fiscal quality control, and how DFS responds to incidents of misuse of youths' funds/stipends. Kecia added she will also be attending the DFS Advisory Council meeting on July 20<sup>th</sup>, and will address the issue at that time as well.
- Kecia reminded the Executive Committee that the CPRB is conducting Scholarship interviews June 20 through June 24. She noted we have 5 Scholarship Committee members: Kecia, Sarah Bowers, Denise Partridge, Mary Jo Wolfe, and Weldon Spellman.
- Kecia noted one of our Scholarship outreach initiatives will be an "Awards Ceremony" on July 8 at our Wilmington, DE office. The ceremony will recognize and celebrate each Scholarship winner. Awards ceremonies will be held downstate to recognize youth who reside there.
- Kecia met with Carla Benson-Green, Cabinet Secretary of DFS, about relationship-building to achieve more cohesiveness and cooperation to benefit both the CPRB and the children.
- Kecia reported on further outreach efforts: she spoke with the Urban Bike organization about holding a week-long camp in August (\$30/child); she met with Felicia Kellum and Kim

Warren to offer the CPRB's support for summer camp activities for DFS foster care children; she met with Barbara Boese of vocational rehab about various summer activities for the children.

- Kecia reached out to Nancy Dietz, head of YRS, to invite her to one of our Executive Committee meetings. She is waiting to hear back from Nancy.
- Kecia updated the Executive Committee on the peer mediation/conflict resolution initiative. Kecia reached out to DAB Mediation for their assistance with the peer mediation initiative, and hopes to have something in place by the end of the year. Judy Mellen suggested Kecia also reach out to Ashley Biden of the Delaware Center for Justice.
- Kecia updated the Executive Committee on the National Foster Care Conference she attended in Arizona in early June.
- **Kecia informed the Executive Committee the Agency listed in the Citizen Panel Reviews is CPAC—not CPRB. This needs to be remedied promptly.** Bob Hamilton suggested someone contact the Agency and ask how they got CPAC's name and not CPRB.
- Kecia reported CPRB will host a summer intern to begin on July 12<sup>th</sup>. The intern will assist with the development of the CPRB newsletter.
- Kecia noted she will speak at the AOC Summer Youth Volunteer/Intern Orientation Day on July 1; these are youth using Independent Living services. Her topic will be workplace professionalism. She added CPRB submitted a \$250 honorarium fee as support for the volunteer/intern at our site.
- Kecia stressed the need to utilize and activate a Facebook account to more effectively communicate with our youth and update the community on our outreach efforts and upcoming events. Facebook will also be used as part of our revamped Volunteer recruitment tool. Kecia will work with DAG to ensure appropriate releases are in place.
- Barbara Blair suggested Kecia wait until the new administration is in office before revamping the Volunteer process. Kecia concurred.
- Neal Tash proposed changing the current format of the Minutes. Action Items at the beginning of the Minutes and at the beginning of the Agenda will no longer be necessary, so long as the Action Items are made bold throughout the Minutes. We will place Action Items at the beginning of the Agenda *only if they are NOT included elsewhere within the Agenda.*

#### **E. ANNUAL MEETING 2016/ANNUAL REPORT**

- The Annual Meeting will take place on October 27, 2016 at Modern Maturity center.
- Judy Mellen requested we consider Frazer's for next year's Annual Meeting.
- The Executive Committee agreed the total for professional services for the Annual Report should not exceed \$6,000.
- Cindy Montejo provided the Executive Committee with a copy of her sister's resume for the compiling/editing portion of the Annual Report. The Executive Committee believes using Cindy's sister would be a conflict of interest and will not pursue her. Cindy believes using Judy Catterton is also a conflict of interest because Judy Catterton is a close friend of Judy Mellen. Judy agreed to recuse herself from the meeting.
- Alexis Bryan-Dorsey stated her concern that the Executive Committee did not request Judy Catterton present her fee and resume to the Committee. Cindy agreed the Executive Committee "dropped the ball" on this by not having Judy Catterton present for herself.

- The Executive Committee admitted it erred in not having Judy Catterton submit a fee proposal/resume.
- Alexis suggested Judy Catterton should still present her fee/resume to the Executive Committee. Neal agreed.
- Bonnie Maull stated that as an Executive Board we should determine the fee first. It was noted \$6,000 total fee for writing/editing/print/design was mentioned and agreed upon at a prior Executive Committee meeting.
- Kecia will call Judy Catterton to get her fee proposal. Kecia will contact the Executive Committee to determine if the Executive Committee will accept Judy's fee proposal. If the proposal is not accepted, Kecia has proposed to write/edit the Annual Report.

#### F. BOARD MEMBER STATUS

- Kecia reported she spoke with Beth Kramer, Criminal History Supervisor at DFS. Beth referenced Teresa Jones at SBI for follow-up regarding the volunteer fingerprint issue.
- Sarah Bowers reported she spoke with Teresa Jones of SBI who said she needs to know which Statute mandates that CPRB is required to send fingerprints onto the FBI (national level).
- **Valerie Farnan will follow-up with CPRB the week of 6/20, and specify the Statute involved so that SBI will start forwarding volunteer panel fingerprints onto the FBI.**
- Sarah Bowers provided the Executive Committee a hand-out of the latest Volunteer Panel Assignments.
- Sarah reported Barb Pietropaulo will resign at the end of June because of health complications.

#### G. STRATEGIC PLAN

- Alexis Bryan-Dorsey informed the Executive Committee August 19<sup>th</sup> is good for her colleague to facilitate at our Strategic Planning meeting.
- **Sarah Bowers will determine a location to hold the meeting because Smyrna's conference room is too small. Possibly the Dover Library or the Tatnall Building in Dover were mentioned as alternative options. Sarah will provide an update at July's Executive Committee meeting.**

#### H. SKYPE USAGE DURING REVIEWS

- Joe Dell'Olio left voicemail messages for Kim Warren and Ryan Bolles, who have not returned his call. It was noted to Joe that Kim Warren is the Family Service Program Manager for DFS, and Joe should instead get in touch with Shirley Lerner and/or Ryan Bolles.
- **Sarah will provide Joe the e/mail addresses for Ryan Bolles and Shirley Lerner.**
- Joe will provide an update at July's Executive Committee meeting on Skype feasibility during CPRB reviews.

#### IV. COMMITTEES

- Joe Dell'Olio will provide an update of the Scholarship Foundation at the July Executive Committee meeting.

**\*\*THE MEETING CONCLUDED AT 1:00 P.M. \*\***

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE  
SMYRNA STATE SERVICE CENTER  
ON JULY 15, 2016*

DRAFT